

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

CORRECTIONS SERGEANT

Jurisdictional Class: **Competitive**

Date Adopted: **3/1/96**

Date Revised: **11/14/97; 12/04/02; 7/22/05**

Jurisdictions: **County**

Union Status: **Schoharie County Local 452, Council 82, AFSCME, AFL-CIO**

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision of an assigned shift, including the booking of inmates and insuring enforcement of rules and regulations governing security, conduct, discipline, safety, and the general well-being of inmates and staff in the county correctional facility. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. This position differs from that of a Correction Officer assigned to correction duties by virtue of increased level of responsibility and supervisory responsibilities. Supervision is exercised over the work of an assigned group of a Correction Officers. Direct supervision is received from a superior officer with leeway allowed for independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises Correction Officers on a shift by making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations, and determining appropriate action as required by facility policies;

Oversees periodic inmate counts to insure there have been no unauthorized absences or escapes;

Maintains shift security in the facility by conducting shift briefings, making periodic inspection tours, observing inmate behavior, checking locking systems and operation of equipment, investigating disruptive incidents and taking necessary remedial action;

Trains Correction Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;

Schedules facility personnel to insure adequate coverage;

Oversees the supervision of inmates during meals, visitation hours and recreation and insures contraband is not passed;

Arranges for inmates to visit doctor, dentist, or hospital and provides for security measure during transportation and while out of the facility;

Resolves conflicts between facility employees and inmates;

Supervises administration of prescribed medication to inmates to insure that it is properly taken;

Takes direct charge of a cell tier when serious inmate disturbances take place, including fights;

Supervises the booking of new inmates including taking fingerprints, photographing, searching and having inmates showered and sprayed for parasites.

Supervises the procedure involved in releasing inmates;

Discusses facility rules, regulations and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;

Operates a variety of equipment, including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;

Evaluates performance of Correction Officers by reviewing records, reports, and personal observation and conferences;

Prepares a variety of records and reports related to work;

May perform any other duties as directed by a superior officer.

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CORRECTIONS SERGEANT

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of facility and department employees; good knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of search and frisk methods; good knowledge of booking procedures and computer operations; good knowledge of the proper function of correction facility security equipment, devises and safe use of chemical restraining agents; good knowledge of the use of defensive and restraining physical techniques; good knowledge of human behavior in relation to correction facility inmates; good knowledge of the principles and practices of supervision; working knowledge of first aid procedures; ability to observe, interpret and report on inmate activity; ability to verbally communicate rules and regulations of the facility to staff and inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to prepare records and reports; ability to read and understand written materials; sound judgment.

MINIMUM QUALIFICATIONS:

- (A) Four (4) years experience as a Deputy Sheriff (Jail) or a Correctional Officer in a New York State Sheriff's Department; **AND**
- (B) One (1) year of supervisory experience as Corrections Corporal or equivalent.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

NOTE: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.